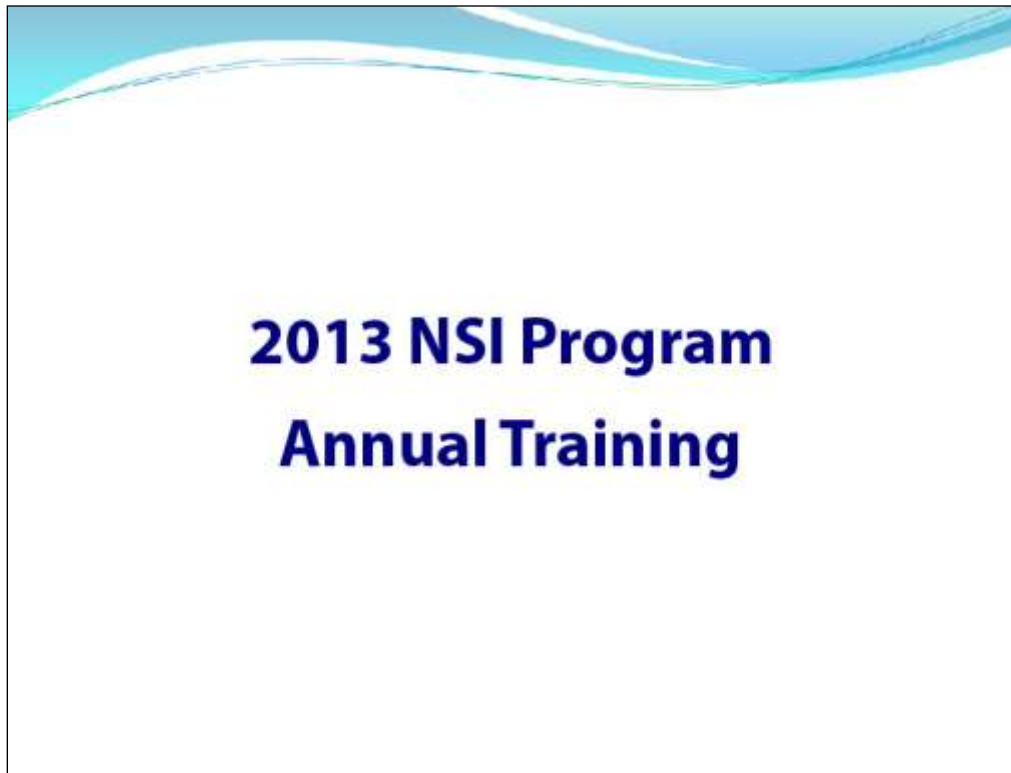




Slide1Slide2A presentation slide with a white background and a blue wavy header. In the top left corner is a circular logo for the National Security Institute. The title "On-Screen Navigation" is centered in a bold, dark blue font. Below the title is a bulleted list of four items. At the bottom left, there is contact information for the NSI Program Team. At the bottom right, there is a small blue square icon with a white bird-like shape.

**On-Screen Navigation**

- At the bottom of the screen is your progress bar, you will be able to pause slides or exit the training at any time.
- "Next" and "Previous" buttons are available for navigating between slides.
- Throughout the training there will be buttons or other interactive elements; wherever possible we have changed the mouse pointer or otherwise indicated where to click within the page in order to progress.
- At the conclusion of training you will complete a short quiz to review the concepts we have covered today.

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**Slide3**

## Overview

For the 2013 NSI Annual Refresher training we will be going back to the basics. The following will be covered:

- An overview of the NSI Program, classification levels, and how to access classified information.
- Safeguarding classified information to include protection requirements for review, discussion, storage, transmitting/transferring, reproduction, and destruction.
- What to do if you receive classified information in the mail or by courier and how to send classified information to another recipient.
- What to do if a security incident, involving NSI, occurs.
- Throughout the training there are knowledge checks. At the end of the training, you will take a short quiz to test your knowledge. You will receive a certificate once you pass the quiz.
- If you choose the wrong answer you must click on the "clear" button to reset the answer choices before trying again.

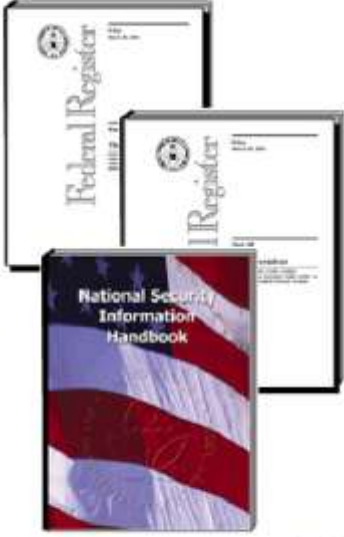
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**Slide4**


## NSI Program Guidance


There are three guiding principles when it comes to EPA's National Security Information (NSI) Program.

- **Executive Order (E.O.) 13526:** Prescribes the system for classifying, safeguarding, and declassifying NSI.
- **Information Security Oversight Office (ISOO) 32 CFR 2001:** Sets forth additional guidance for the NSI Program at EPA.
- **EPA's NSI Handbook:** Incorporates and expands on the guidance from E.O. 13526 and ISOO 32 CFR 2001 for the agency. Official document for EPA employees (federal and non-federal) that outlines the standards and procedures to be followed.



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Slide5

## What is "NSI"?


NSI, which stands for National Security Information, is also referred to as classified information.

NSI is any government information that could reasonably be expected to result in damage to the national security of the United States should unauthorized disclosure occur.

Per EO 13526, there are eight (8) categories used by an original classification authority to determine whether information should be classified. We will go over those categories on the next slide.

**Remember: ONLY the Administrator is authorized to make original classification decisions.**

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Slide6

## What is "NSI"?

The eight categories under which information may be classified are:

- (a) Military plans, weapons systems, or operations
- (b) Foreign government information
- (c) Intelligence activities (including covert action), sources, methods, or cryptology
- (d) Foreign relations or foreign activities of the United States
- (e) Scientific, technological, or economic matters relating to national security
- (f) United States programs for safeguarding nuclear materials or facilities
- (g) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to national security
- (h) Development, production, or use of weapons of mass destruction

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Slide7


## Classification Levels

There are **three** levels of classification, each of which carries a penalty should unauthorized access occur:

- **Top Secret:** information that if disclosed could cause *exceptionally grave damage* to our national security.
- **Secret:** information that if disclosed could cause *serious damage* to our national security.
- **Confidential:** information that if disclosed could cause *damage* to our national security.



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Slide8

## Knowledge Check 1

How many categories of information are there to choose from when determining what kind of information is and is not potentially classified?

☐ A) 6

☐ B) 5

☒ C) 8

☐ D) There are no categories, I decide what is and isn't classified.

Correct - There are eight categories that the original classification authority can use to determine whether or not information generated by/for the agency

Click here to correct your answer


Click here to try again.

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[Clear](#) [Submit](#)



## Slide9



## Knowledge Check 2

True or False: "Sensitive But Unclassified" is an appropriate substitution for national security information classified at the Confidential level.

☐ True

☒ False


Correct - National security information classified at the Confidential level must be marked Confidential. Top Secret, Secret, and Confidential are the only classification levels that can be used to mark information. Click here

[Click here to try again.](#)

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## Slide10



## Accessing Classified Information


After completing the initial security briefing and signing the Classified Information Nondisclosure Agreement (SF 312), your clearance is official. However, in order to access classified information there is one more piece you must have.


In addition to your clearance, you must also have a **need-to-know** in order to access classified information.

If you and I have the same clearance level but work on different classified projects, I do not have a right to access the information you are working on or with. No one has a right to access classified information based only on their job title, duties, or clearance level.

**Remember:** Appropriate Clearance Level + Need-to-Know = Access.  
No one has a right to access based solely on their position, title, or clearance level.

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Slide11

## Safeguarding Classified Information



In this section we will cover how we safeguard and protect classified information from unauthorized disclosure.

All work that involves classified information *must* take place in a secure area. Let's discuss the types of activities that may involve classified information first and then we will discuss secure areas in more depth.

Activities that may involve classified information are:

- Discussion and/or Review.
- Storage in GSA approved security containers.
- Processing only on approved classified computers.
- Reproduction.
- Destruction.

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Slide12


## Safeguarding Classified Information

The classified operations identified on the previous slide may only take place in rooms that have been accredited. There are two types of secure areas: open storage and closed (or secure) storage.


- **Closed Storage:** The typical room accreditation type found at EPA. Closed storage requires all classified information to be appropriately secured when not in use.
- **Open Storage:** These rooms require additional security measures beyond those for closed storage. Open storage allows users to leave classified information out and is typically associated with rooms accredited for processing classified information on classified computer systems.

Your NSI Representative can assist you with locating accredited spaces at your location and provide you with an orientation for each space that you are authorized to access.

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## Slide13



### Knowledge Check 3

You have a Top Secret clearance and are authorized to work on Project Alpha; your friend also has a Top Secret clearance and is authorized to work on Project Beta. Because you both have clearances at the same level, do you have a right to access information related to each other's projects?

- ☐ A) Yes, we have the same clearance levels.
- ☒ B) No, we do not have a need-to-know for the information related to the other's project.
- ☐ C) My work requires I use classified information, regardless of project relevance, which is all that is required for me to have access.
- ☐ D) Yes, because my friend has access and is willing to let me look at documents, that means I can look. I might be able to solve a problem she's run into with her current work.


Correct - Both the appropriate clearance level and a need-to-know are required to access classified information. No one has a right to access classified information based solely upon their clearance level. Click here to try again.

[Click here to try again.](#)

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[Clear](#) [Submit](#)

## Slide14



### Knowledge Check 4

From the list provided, choose four classified operations that may take place in a secure room.

- ☐ A) Canvassing
- ☒ B) Reviewing
- ☒ C) Processing
- ☒ D) Destruction
- ☒ E) Discussion
- ☐ F) Breakdown


Correct - Discussion, Review, Processing and Destruction, along with Reproduction are the operations authorized for secure rooms. Remember, not all rooms are accredited for all operations. Always review the standard operating procedure for each secure area to ensure you are conducting operations authorized. Click here to continue.

[Click here to continue.](#)

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[Clear](#) [Submit](#)




**Slide15**

## Standard Operating Procedures

Regardless of which type of secure room (open or closed storage), your NSI Representative will have developed Standard Operating Procedures (SOPs) for that room.



SOPs outline the expectations of each clearance holder using the space, as well as the specific classified operations that are authorized to take place within the room.

For instance, an SOP for a room authorized for discussion of classified information will include steps that must be taken to preclude eavesdropping, such as turning on the white noise machine, etc.



**Remember:** If the SOP expressly prohibits or does not identify a specific operation, **do not do it.**

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**Slide16**

## Review and Discussion of Classified Information



The SOPs developed by your NSI Representative may have specific procedures identified for reviewing and discussing classified information within an accredited secure room.

Regardless of classification level, key points to keep in mind when reviewing and/or discussing classified information include:

- Be aware of your surroundings; there may be others working within the secure area who do not have a need-to-know.
- Where available, use the white-noise machine to mask classified discussions.
- Do not attempt to talk over the sound of the white noise machine.

**Remember:** Reviewing and discussing classified information may only take place in an accredited secure room.

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**Slide17**

## Storage of Classified Information

Within the secure room (open or closed storage), there are several features you should be aware of and know how to recognize. These features provide additional protection for classified information.

Let's start our safeguarding discussion with security containers. There are several common features you can use to identify if the container you are looking at is approved for classified storage:

- GSA Approved
- Type 5 or 6 (Letter or Legal)
- Electronic, High-security lock(s)
- Security Container Checksheet (SF 702) on outside of container
- Open/Closed magnet on outside of container



**Remember:** If a security container is not located within the secure space, **do not** leave classified information in the room.

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**Slide18**

## Storage of Classified Information

As we just mentioned, the security container must have an SF 702 on the outside to be an authorized storage location for classified information.

SF 702s must be completed each time you unlock or lock the security container.


There should be an SF 702 in place for each drawer of the security container that has its own lock. For instance, if a security container has five drawers, there should be five SF 702s attached to the outside of each drawer.



SECURITY CONTAINER CHECK SHEET							
FROM		TO		DATE		TIME	
CLASSIFIED		SECRET		1/10/13		1:30	
I (GROUP) BY MY DETAILS BELOW THAT I HAVE OPENED/CLOSED THE CONTAINER THAT SECURITY CONTAINER IS IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.							
NO.	DETAILS	TIME	DETAILS	TIME	DETAILS	TIME	DETAILS
1	1/10/13	1:30	1/10/13	1:30	1/10/13	1:30	1:30
2	1/10/13	1:30	1/10/13	1:30	1/10/13	1:30	1:30
3	1/10/13	1:30	1/10/13	1:30	1/10/13	1:30	1:30
4	1/10/13	1:30	1/10/13	1:30	1/10/13	1:30	1:30
5	1/10/13	1:30	1/10/13	1:30	1/10/13	1:30	1:30

**SF 702s must be retained for three months after the last entry on the form, then may be destroyed.**

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## Storage of Classified Information


Now that you can recognize a security container based on its external features, how do you actually access the container itself?

First, some features of the locks:

- The locks are digital.
- They must be either the X-07 or X-09 model.
- The combination for the security container is classified at the level of information stored within the drawer.



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Slide20

## Knowledge Check 5


From the list provided, choose four features shared by all security containers:

- ☒ A) GSA approved label
- ☐ B) Five (5) drawers
- ☐ C) Manual dial lock
- ☒ D) Security Container Checksheet
- ☒ E) High security digital (electronic) lock
- ☒ F) Open/Closed magnetic sign

Correct - All security containers authorized to store classified information will be located in secure rooms and must have a GSA authorization sticker on the front of the container; a high security digital lock or locks; an open/closed magnetic sign; and, each drawer with a lock must have its own Security Container Checksheet (SF 702) affixed to the outside of the lock. [Click here to try again.](#)

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Clear Submit

**Slide21**





## Storage of Classified Information

Now let's go over the key points of the security container combination:

- The combination **must** be memorized. Classified combinations cannot be stored in your wallet, at your desk, etc.
- Given only to those who need-to-know.
- Combinations must be changed:
  - Whenever you bring a new container into service or take an old one out of service.
  - Whenever an individual no longer requires access to the container.
  - Whenever the container is compromised.

**Remember:**  
*Memorize, don't compromise!*

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**Slide22**


## Storage of Classified Information



We've covered the external markings that identify a security container and how to access the security container. Let's cover a couple items you should find inside the security container. First, the Secure Container Information Form (SF 700).

This form is the only authorized method for recording classified combinations. The top sheet of the form is unclassified, once the combination has been recorded and sealed inside the envelope the envelope becomes classified and must be protected accordingly.

The envelope must be stored in a separate container (or drawer, if there are multiple locks) for safeguarding.



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**Slide23**

## Storage of Classified Information

The second item you will find inside the security container is the Drawer Inventory Log.

As its name suggests, the Drawer Inventory Log is used to inventory the contents of the security container drawer. Each drawer of the security container must have its own log. The room owner is responsible for maintaining the drawer inventory unless otherwise assigned.

If the drawer is owned by a different program office or regional component, they must assign an appropriately cleared individual, with need-to-know, to act as the drawer inventory custodian.



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**Slide24**

## Knowledge Check 6

True or False: Writing the security container combination down and keeping it under your keyboard is OK because no one ever looks there.

☐ True

☒ False

Correct - Classified combinations, passwords, and/or PIN numbers may only be written down on Security Container Information Forms (SF 700s). These are then stored in a separate security container, or drawer, to the one the combination applies to.

[Click here to try again.](#)

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**Slide25**

## Storage of Classified Information

At the end of the day, the Activity Security Checklist (SF 701) must be completed if you have a security container. The SF 701 will be stored at or near the entry/exit to the secure area. The SF 701 is a reminder to:

- Check the secure area for classified that may still be out (extremely important for closed storage areas);
- Check that the security container is locked and the door is closed;
- And any other step in the space.

For secure areas that do not have a security container, this checklist is not required at the time of access.



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**Slide26**

## Transmitting/Transferring Classified Information

Let's move on in our discussion and talk about transmission of classified information. There are several ways in which this can be accomplished:

- Secure telephone & fax
- Classified computer system
- Mail service
- Hand carrying/couriering

These methods will be discussed further in the coming slides.



If you have questions regarding how to transfer or transmit classified information, please contact your NSI Representative or the NSI Program Team.

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Slide27


## Secure Communications

Our first transmission method is secure telecommunications. This blanket category includes conversations over classified, or secure, telephones and data transmission via secure fax.

Any time a classified conversation needs to take place over the telephone, it *must* be carried out in a secure area over a secure phone. The secure phone comes in two parts:

- Secure Terminal Equipment (STE)
- Cryptographic (Crypto) Card

**Remember:** Do not leave the Crypto Card in the STE unless specifically told otherwise.

Roll over the card to see a close-up.



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Slide28


## Secure Communications

For transmitting data via a secure fax machine you need the following equipment:

- Secure Terminal Equipment (STE)
- Cryptographic (Crypto) Card
- Approved fax machine

To send/receive a classified fax, the fax machine is connected to the STE and uses the STE's encryption capabilities.

Only fax machines specifically identified for use with classified information and located within a secure area are authorized for transmitting a classified fax.


This is not a secure fax



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Slide29


## Secure Communications


~~Any time classified data is transmitted~~ **Securely transmitting classified information** securely involves classified computer systems only take place in a secure area with computers specifically designated for processing by the NSI Program Team at or up-to a specific classification level.

Processing up to the Secret level may only take place on Homeland Secure Data Network (HSDN) terminals.

Processing above the Secret level may only take place on Joint Worldwide Intelligence Communication System (JWICS) terminals.



To access authorized systems, you must have the appropriate clearance and submit a justification along with the applicable account request form to the NSI Program Team.

HSDN and JWICS computer system hardware and attached peripherals (i.e., printers, scanners, etc.) will always be clearly marked.



**Remember:** EPA's network is unclassified. No processing of classified information may take place on EPA's network.

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Slide30



## Secure Communications

Individuals with access to classified computer systems have additional responsibilities with regards to the systems and information residing on those systems including:

- Only allowing individuals with HSDN or JWICS accounts to access those systems.
- Monitoring the HSDN or JWICS system and the accredited space for suspicious behavior or conditions that may indicate tampering or attempts to gain access to the system.
- Locking the system when the computer is unattended, even momentarily.
- Never using removable media with HSDN or JWICS, unless specifically authorized by the agency system owners.
- Preventing unauthorized individuals from interacting with an HSDN or JWICS terminal to include using the mouse and keyboard while the system is live.

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Slide31

## Secure Communications

In addition to protecting the systems, as an authorized user you must also protect your access credentials. The following steps are recommended:

- Create a strong password and protect it at the level of the system that you have access to.
  - Strong passwords include the use of upper and lower case letters, numbers, and special characters.
  - Phrases that use a mixture of characters are stronger than single words. (i.e., 1l0v3\$3curity is stronger than \$3curity)
- Do not reuse passwords from unclassified systems or programs on a classified system.
- Passwords may be written on an SF 700 and stored in an approved GSA security container at the appropriate classification level.
- Do not allow anyone to view classified information available on HSDN or JWICS without an appropriate clearance and a need to know for the level of the information.

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Slide32


## Secure Communications


As an authorized user, the following guidelines must be followed when printing documents from HSDN or JWICS:

- Ensure all classified documents are cleared from the printer's "queue" before logging off or shutting down the computer. If there are jobs pending in the queue they must be completed before logging off or shutting down.
- Do not leave classified documents on the printer.
- Ensure all printed documents have the appropriate classified coversheet attached to the front of the document and are placed in a GSA-approved security container if they will be retained; you must also update the Drawer Inventory Log.
- For documents printed from JWICS that are classified as Top Secret or that contain Sensitive Compartmented Information, an EPA Form 1350-2 must be completed to document destruction, prior to shredding the material. A witness must be present for destruction of these documents.
  - Documents classified at Secret and below do not require an EPA Form 1350-2 be completed specifically to document destruction.

If you have questions regarding classified computer systems, please contact your NSI Representative or the NSI Program Team.

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Slide33

## Knowledge Check 7

True or False: It is OK to leave the crypto card in the secure terminal equipment (STE), despite what is stated in the SOP.

☐ True


☒ False

Correct - Unless the room is accredited for open storage, the crypto card must be locked in the security container when not in use if it is to be kept in the same room as the STE. Best practice is to lock the crypto card in the security container, when not in use, regardless of accreditation.

[Click here to try again.](#)

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[Clear](#) [Submit](#)

Slide34

## Knowledge Check 8

True or False: Classified information may be sent over EPA's unclassified network.

☐ True

☒ False

Correct - Only unclassified information may be sent over EPA's network. Speak to your NSI Representative and/or the NSI Program Team about available options if you need to information. Click here to

[Click here to try again.](#)

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[Clear](#) [Submit](#)



Slide35

## Reproduction & Destruction of Classified Information


There are two more processes to be aware of when it comes to safeguarding classified information - reproduction and destruction.

Both reproduction and destruction must take place in accredited secure areas on equipment that has been expressly designated for use with classified information.

For destruction, keep the following in mind:

- The NSI Program Team will determine if a shredder make/model is authorized for destruction of classified information.
- Shredding using high-security cross cut shredders is the only approved method for destruction at EPA.
- Destruction of TS requires a witness.

**Remember: Approved shredders and copiers will have an authorization certificate affixed on/near the machine.**



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Slide36

## Receiving Classified Information by Mail

There may be occasions when receiving classified information over encrypted means is not possible. For these instances classified information may be mailed or hand delivered. We'll discuss these two concepts in more depth now.

There are certain requirements which must be met depending on the level of the classified information that is being sent through the mail or by courier.


Top Secret information may only be transmitted directly from person to person, at no time may it be mailed or shipped.

Top Secret information may also be transmitted via electronic means over an approved secure communications system (i.e., JWICS).

Secret information may be transmitted similarly to Top Secret information; however, it may also be transmitted via commercial courier services as well as USPS. If USPS is used, only Express or Registered Mail is approved.

Confidential information may be sent by any method approved for Secret information but also may be sent through USPS using Certified mail or regular, First Class, mail. If First Class mail is used, it may only go to another U.S. Government Facility and only to an actual address.

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## Receiving Classified Information by Mail


Regardless of how you receive a document, either by commercial courier service or by an agency authorized courier, there are several key markers to indicate the package may contain classified information.

Classified information must be double wrapped, with the inner envelope marked to indicate the level of classified information that is contained within, and will include the name of the recipient.

If you receive a classified document by mail or courier and it is not double wrapped, immediately contact your NSI Representative or the NSI Program Team.



The outer envelope will have:

- The sender's and recipient's addresses.
- NO classification markings.



**Remember:** Classified information may only be stored in a secure room accredited for storage of classified information.

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Slide38

## Knowledge Check 9

True or False: It is OK to shred classified information at your desk using the strip shredder purchased from the office supply catalog.


☐ True

☒ False

Correct - Only NSA approved shredders are authorized for the destruction of classified information. These will be located in secure rooms accredited for destruction of classified information. If you are unsure whether your shredder is an NSA approved model, contact the NSI PI here to continue. [Click here to try again.](#)

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[Clear](#) [Submit](#)

Slide39


## Receiving Classified Information by Mail

If you receive a classified document directly, and you were not expecting it, either through the mail or from an agency authorized courier, immediately take the package to your nearest secure area and notify your NSI Representative.

If the nearest secure area is located outside EPA controlled space and you are not an EPA authorized classified courier, immediately contact your NSI Representative of the NSI Program Team.



If you are unsure of where the nearest secure area is located or who your NSI Representative is, contact the NSI Program Team for assistance.

No one, regardless of position, has a right to store classified information outside an accredited secure area.



**Remember:** Classified information may **only** be stored in a secure room accredited for storage of classified information.

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Slide40


## Clearance Holder Responsibilities

As a clearance holder with EPA, you have certain responsibilities above and beyond what your un-cleared coworkers may have. These responsibilities include:


- Complying with all security regulations.
- Limiting access to classified information to prevent unauthorized disclosure(s).
- Completing the annual NSI security refresher training.
- Reporting changes in job position, duties, retirement, or a planned departure from the agency.
- Reporting security incidents immediately to your NSI Representative and/or the NSI Program Team.
- If reporting cannot be accomplished immediately, report the security incident within 24 hours of discovery to your NSI Representative and/or the NSI Program Team.

**Remember:** Top Secret security clearance holders must also report changes in marital status and same/opposite sex cohabitation.

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**NSI Security Incident Reporting**

As we mentioned previously, part of being a clearance holder is the reporting of possible security incidents involving NSI.

There are two types of NSI related security incidents:

- **Infractions**
- **Violations**

**①**

Infractions are considered to be any *unintentional* violation of security regulations that do not typically involve the loss, compromise, or suspected compromise of classified information.

**②**

Violations occur when an individual *knowingly* discloses classified information to an unauthorized person or persons; any action that results in the loss, compromise or suspected compromise of classified information; or, when an individual purposefully violates security regulations.

The NSI Program Team, or an assigned representative, will conduct a preliminary inquiry to determine whether an infraction or violation occurred.

It is the NSI Program Team's responsibility to determine whether an Infraction or Violation has occurred. It is your responsibility to report suspected incidents.

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**NSI Security Incident Reporting**

The Preliminary Inquiry report is a fact-finding mission and allows the NSI Program Team to determine the severity of the incident and recommend appropriate corrective actions based on this determination.

The severity of the recommended actions is based on the seriousness of the incident; whether or not the individual has been involved in incidents previously; and, the time span between incidents.




Corrective actions may include, but not be limited to: written or oral admonitions; suspension; revocation of clearance; employment termination; and/or fines and imprisonment.

The imposition of corrective actions does not prohibit or limit actions that may be taken under civil or criminal statutes.

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## Knowledge Check 10

What are the two types of security incidents?


- ☐ A) Breach and Violation
- ☐ B) Transgression and Infraction
- ☐ C) Infringement and Misdemeanor
- ☒ D) Infraction and Violation

Correct - The two types of security incidents are Infractions and Violations. Infractions are considered to be *unintentional incidents* whereas Violations are *intentional*. [Click here](#) to try again.

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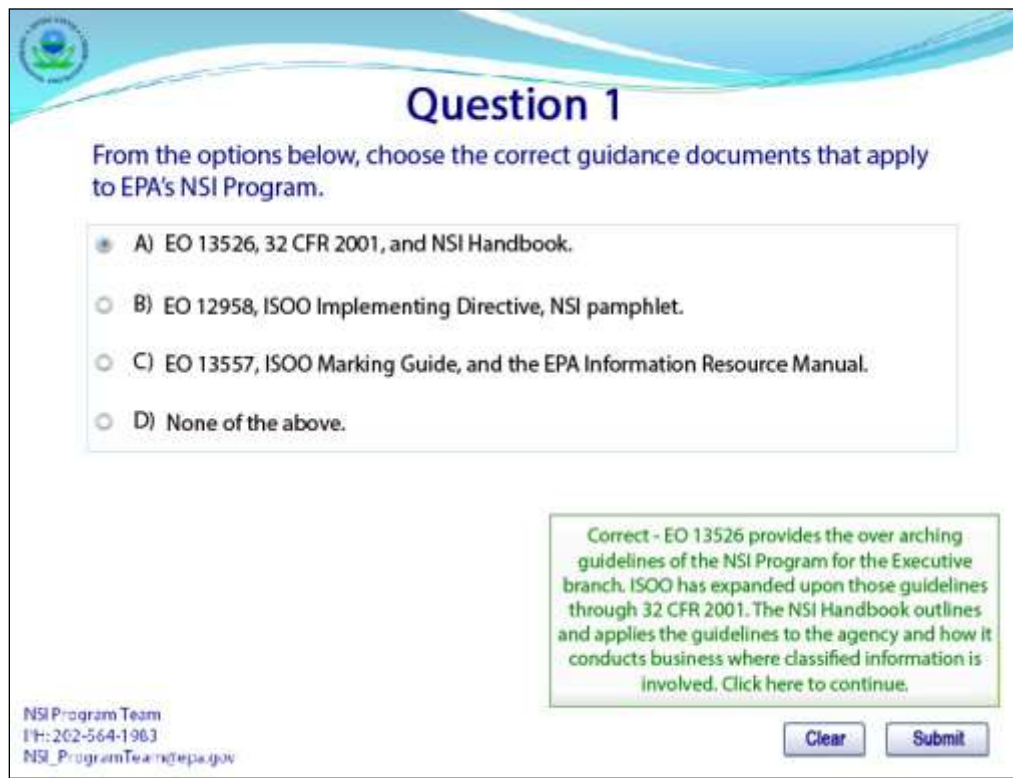
## Quiz

Now that we've completed the training portion we will move on to the final step, a short quiz to test your knowledge of the concepts we covered today. Upon completion, you will be given a certificate showing that you completed the course and passed the quiz.



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**Question 1**

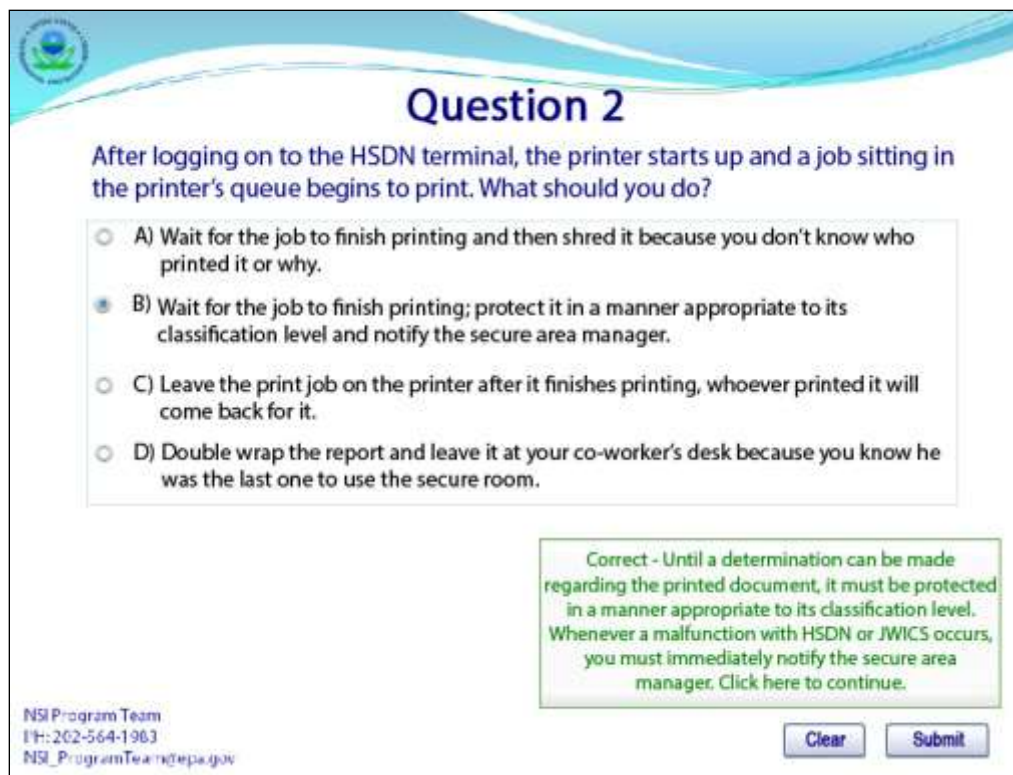
From the options below, choose the correct guidance documents that apply to EPA's NSI Program.

- ☒ A) EO 13526, 32 CFR 2001, and NSI Handbook.
- ☐ B) EO 12958, ISOO Implementing Directive, NSI pamphlet.
- ☐ C) EO 13557, ISOO Marking Guide, and the EPA Information Resource Manual.
- ☐ D) None of the above.

Correct - EO 13526 provides the over arching guidelines of the NSI Program for the Executive branch. ISOO has expanded upon those guidelines through 32 CFR 2001. The NSI Handbook outlines and applies the guidelines to the agency and how it conducts business where classified information is involved. Click here to continue.

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**Question 2**

After logging on to the HSDN terminal, the printer starts up and a job sitting in the printer's queue begins to print. What should you do?

- ☐ A) Wait for the job to finish printing and then shred it because you don't know who printed it or why.
- ☒ B) Wait for the job to finish printing; protect it in a manner appropriate to its classification level and notify the secure area manager.
- ☐ C) Leave the print job on the printer after it finishes printing, whoever printed it will come back for it.
- ☐ D) Double wrap the report and leave it at your co-worker's desk because you know he was the last one to use the secure room.

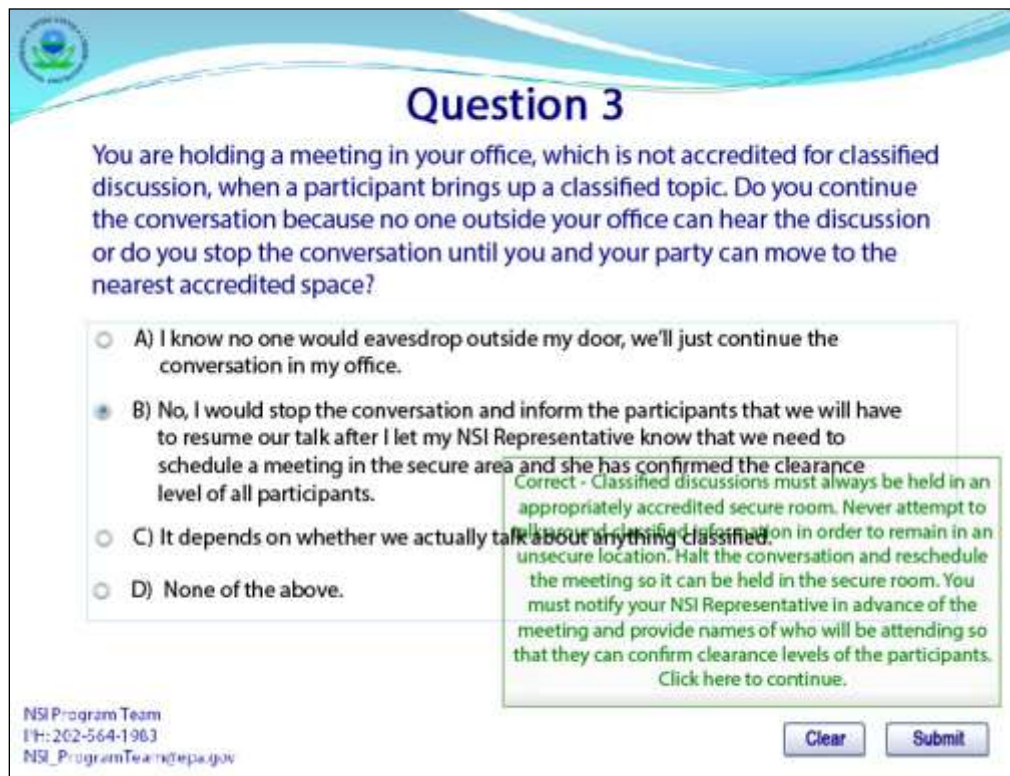
Correct - Until a determination can be made regarding the printed document, it must be protected in a manner appropriate to its classification level. Whenever a malfunction with HSDN or JWICS occurs, you must immediately notify the secure area manager. Click here to continue.

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**Question 3**

You are holding a meeting in your office, which is not accredited for classified discussion, when a participant brings up a classified topic. Do you continue the conversation because no one outside your office can hear the discussion or do you stop the conversation until you and your party can move to the nearest accredited space?

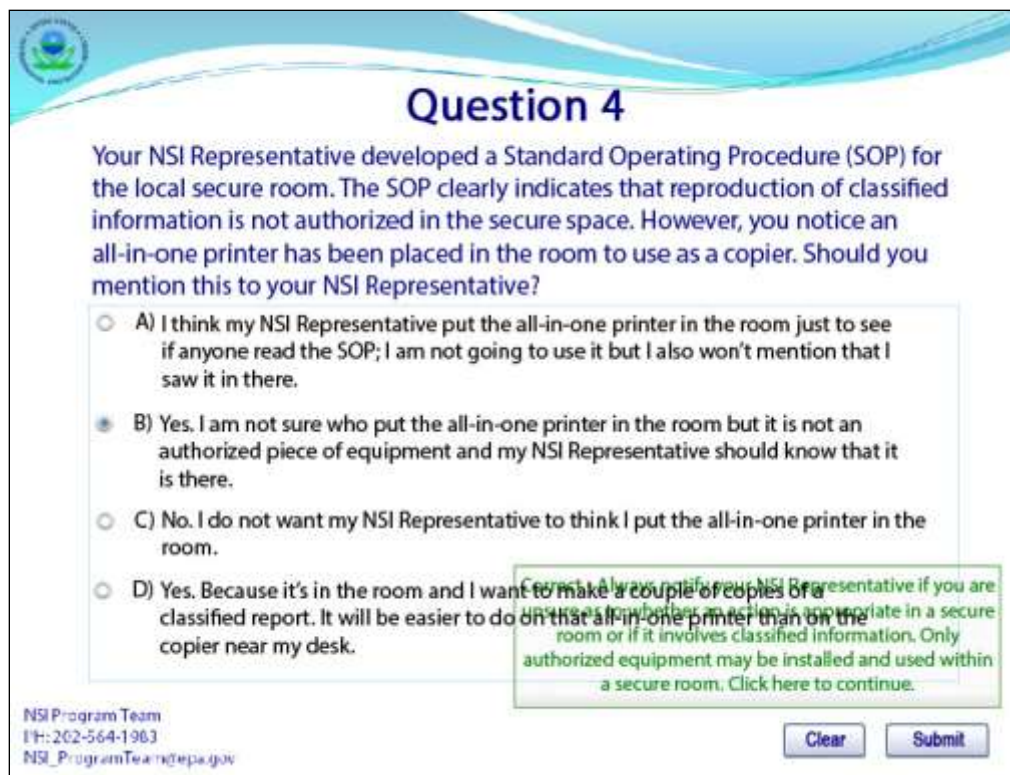
- ☐ A) I know no one would eavesdrop outside my door, we'll just continue the conversation in my office.
- ☒ B) No, I would stop the conversation and inform the participants that we will have to resume our talk after I let my NSI Representative know that we need to schedule a meeting in the secure area and she has confirmed the clearance level of all participants.
- ☐ C) It depends on whether we actually talk about anything classified.
- ☐ D) None of the above.

Correct - Classified discussions must always be held in an appropriately accredited secure room. Never attempt to discuss classified information in order to remain in an unsecure location. Halt the conversation and reschedule the meeting so it can be held in the secure room. You must notify your NSI Representative in advance of the meeting and provide names of who will be attending so that they can confirm clearance levels of the participants. Click here to continue.

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**Question 4**

Your NSI Representative developed a Standard Operating Procedure (SOP) for the local secure room. The SOP clearly indicates that reproduction of classified information is not authorized in the secure space. However, you notice an all-in-one printer has been placed in the room to use as a copier. Should you mention this to your NSI Representative?

- ☐ A) I think my NSI Representative put the all-in-one printer in the room just to see if anyone read the SOP; I am not going to use it but I also won't mention that I saw it in there.
- ☒ B) Yes, I am not sure who put the all-in-one printer in the room but it is not an authorized piece of equipment and my NSI Representative should know that it is there.
- ☐ C) No, I do not want my NSI Representative to think I put the all-in-one printer in the room.
- ☐ D) Yes, Because it's in the room and I want to make a couple of copies of a classified report. It will be easier to do on that all-in-one printer than on the copier near my desk.

Correct - Always notify your NSI Representative if you are unsure as to whether an action is appropriate in a secure room or if it involves classified information. Only authorized equipment may be installed and used within a secure room. Click here to continue.

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**Question 5**

Choose the correct set of items that can be used to identify an authorized security container.

Correct - All security containers authorized to store classified information will be located in secure rooms and must have a GSA authorization sticker non the front of the container; a high security digital lock or locks; and, each drawer with a lock must have its own Security Container Checksheet (SF 702) affixed to the container. Click here to try again.

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**Question 6**

Choose the form that should be completed at the end of the day if you have conducted work in your secure area and/or accessed your security container.

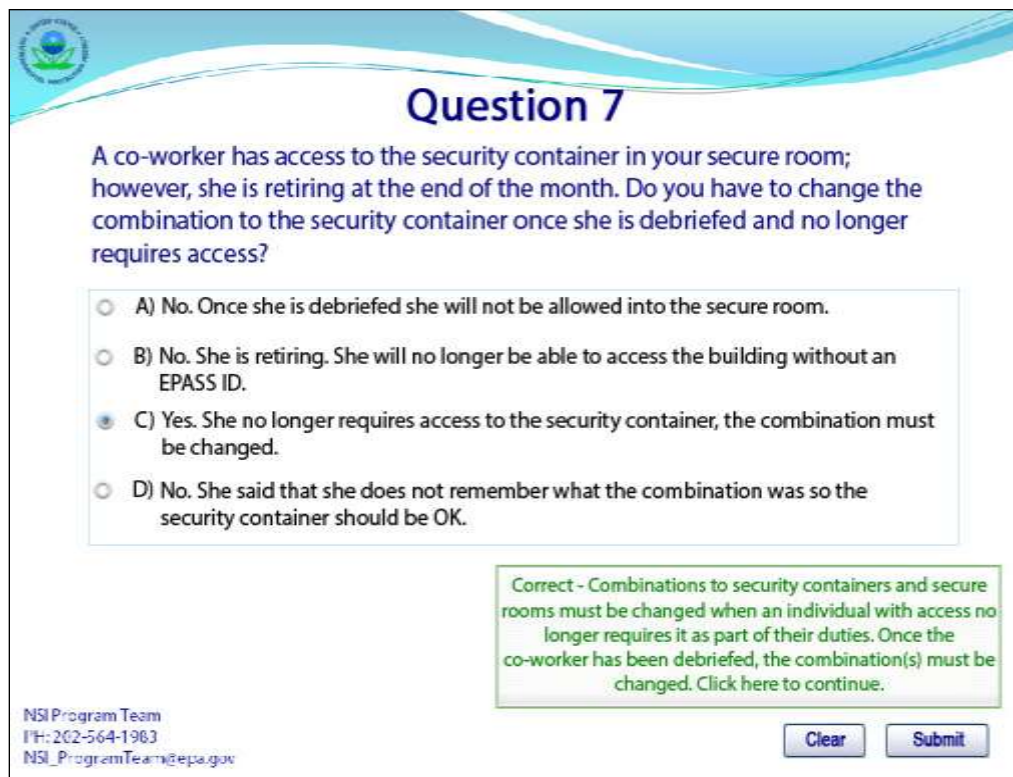
Correct - The Activity Security Checklist (SF 701) must be completed at the end of the day if you have a security container. If the secure room and security container is accessed intermittently, the SF 701 would be completed each day the container is accessed, the SF 701 may be used as a single sheet with the full date of the time checked. Click here to try again.

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**Question 7**

A co-worker has access to the security container in your secure room; however, she is retiring at the end of the month. Do you have to change the combination to the security container once she is debriefed and no longer requires access?

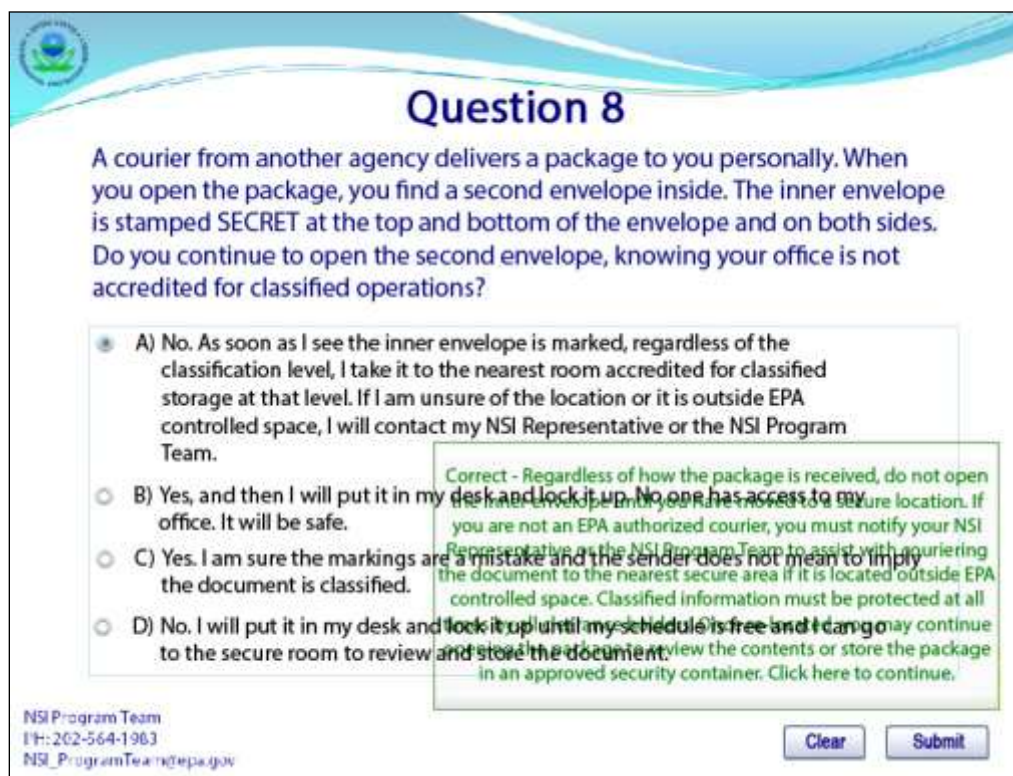
- ☐ A) No. Once she is debriefed she will not be allowed into the secure room.
- ☐ B) No. She is retiring. She will no longer be able to access the building without an EPASS ID.
- ☒ C) Yes. She no longer requires access to the security container, the combination must be changed.
- ☐ D) No. She said that she does not remember what the combination was so the security container should be OK.

Correct - Combinations to security containers and secure rooms must be changed when an individual with access no longer requires it as part of their duties. Once the co-worker has been debriefed, the combination(s) must be changed. Click here to continue.

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**Question 8**

A courier from another agency delivers a package to you personally. When you open the package, you find a second envelope inside. The inner envelope is stamped SECRET at the top and bottom of the envelope and on both sides. Do you continue to open the second envelope, knowing your office is not accredited for classified operations?

- ☒ A) No. As soon as I see the inner envelope is marked, regardless of the classification level, I take it to the nearest room accredited for classified storage at that level. If I am unsure of the location or it is outside EPA controlled space, I will contact my NSI Representative or the NSI Program Team.
- ☐ B) Yes, and then I will put it in my desk and lock it up. No one has access to my office. It will be safe.
- ☐ C) Yes. I am sure the markings are a mistake and the sender does not mean to imply the document is classified.
- ☐ D) No. I will put it in my desk and lock it up until my schedule is free and I can go to the secure room to review and store the document.


Correct - Regardless of how the package is received, do not open the inner envelope until you are in a room with a secure location. If you are not an EPA authorized courier, you must notify your NSI Representative or the NSI Program Team to assist with acquiring the document to the nearest secure area if it is located outside EPA controlled space. Classified information must be protected at all times. Do not open the package to review the contents or store the package in an approved security container. Click here to continue.

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### Question 9

As a Top Secret clearance holder, are you required to report, to the NSI Program Team, that you have recently moved in with your significant other?


- ☐ A) No. It's private and no one needs to know that we are living together.
- ☐ B) Yes. I want everyone to know we have taken the next step in our relationship.
- ☐ C) No. No one cares about who I live with.
- ☒ D) Yes. I must report changes in cohabitation.

Correct - Because of the sensitivity associated with Top Secret information, personnel with access to that level of classified information are required to report additional information that may not be required of Secret level clearance holders. One of the reporting requirements is cohabitation, regardless of the cohabitant's gender or relationship to the clearance holder. Click here to continue.

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### Question 10

You have work to do on a classified report. When you enter the secure room, you notice that one of the drawers in the security container has been left open though the room itself was secure. Normally the security container is secured as the room is not accredited for open storage. To whom should you report this incident?

- ☐ A) The room was secure; no one has to know that the drawer was left open. I will close it after I finish my work and quietly mention to my co-worker that he needs to be more careful next time.
- ☐ B) My NSI Representative. She will know how to handle this and what the next steps are.
- ☐ C) The NSI Program Team. They will know how to handle this and what the next steps are.
- ☒ D) Both B and C are correct.

Correct - As a clearance holder, one of your responsibilities is to report security incidents immediately. Leaving the drawer of a security container open, when it should be secured, even though the door to the secure room has been locked constitutes a security incident. The circumstances surrounding why/how the incident occurred must be examined. Immediately report the incident to your NSI Representative and/or the NSI Program Team. Click here to continue.

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